

## Video #1

### Slide 1

Welcome to this training video about GSA's Carbon Footprint Tool. This is the first in the series and this first video is the overview of the Carbon Footprint Tool, a little bit about who the tool is for, how it can be used, and how you can get started.

### Slide 2

To describe the Carbon Footprint Tool: It is a free tool provided by GSA to federal agencies so they can manage their greenhouse gas emission across their entire portfolio of buildings, fleets, and activities. It also exists so federal agencies can report those greenhouse gas emissions, take action to reduce the environmental impact of their emissions, and lower the financial cost of those emissions.

You can find the carbon footprint tool at <http://www.carbonfootprint.gsa.gov>, which is the link at the bottom of the screen.

### Slide 3

To quickly review what we are talking about when we speak of a greenhouse gas inventory: we're talking about all three scopes of emissions (Scope 1, Scope 2, and Scope 3). A bit of a review on what those are:

Scope 1 are direct emissions. Those might be the burning of fossil fuels for heat, for example, at your facility.

Scope 2 are indirect emissions that you have some control over, like the amount of purchased electricity you may be using, but may not actually be generated on site.

So you may be buying electricity, but it is created many miles away through the combustion of coal, natural gas, or some other emission producing activity.

Scope 3 are indirect emissions that are out of your control.

### Slide 4

There are some different approaches to creating a greenhouse gas inventory. There's a top down approach where the data you have is at an organization level. Everything is fairly summed up, not very granular, but it can be a fairly easy and centralized way to see how your organization is doing as a whole (in terms of greenhouse gas emissions).

There is also a bottom up approach, which is very decentralized. So you may have utility bills for individual buildings and you may want to roll up those individual points of data into one larger agency-wide report.

There is also a hybrid approach where you may have some organization level information, like the fuel consumption for your fleet as a whole, but then you may also have some very granular information like individual natural gas meter readings for your individual buildings. The carbon Footprint Tool is really intended to help you with the hybrid approach and that bottom-up approach.

#### Slide 5

GSA has done a lot of collaborating in the creation of the Carbon Footprint Tool. GSA has worked with the Department of Energy's federal energy management program to make sure that the Carbon Footprint Tool's outputs align directly with those inputs needed for your annual greenhouse gas federal report. We've also collaborated with EPA and the energy star portfolio manager program. So that if you're using the portfolio manager today the carbon footprint tool can directly receive your data through an automated feed right over to the Carbon Footprint Tool. There's no need to enter the data twice.

#### Slide 6

There are a few key benefits of the tool. I'll go through each of these, but a preview is that it is again offered at no cost and it is a great way to get your information into the tool in bulk.

There's also embedded guidance and the ability to take a look at your results and make decisions to know what you need to do next to reduce your inventory.

There's a map feature as well as a scope 3 commuter survey, which has its own module in this series of videos, and the ability to transmit your data directly into a DOE FEMP reporting workbook as well as there is training available like this video today.

#### Slide 7

One of those benefits is the ability to get your data quickly in and out of the Carbon Footprint Tool. We don't want to have people retyping building information or utility use if they have that in another database. So if you're working with an energy management system, or even just an excel spreadsheet that can export into excel, you can get that data very quickly into the carbon footprint tool.

#### Slide 8

Even easier than using the excel import templates is the ability to prepopulate some of your data from other Federal databases such as TravelTrax, the FAST vehicle fleet, EUAS, and others. With your permission, we can take the information from those sources and get them right into the carbon footprint tool for you.

#### Slide 9 (10)

Among that community we're really targeting the senior sustainability officer, or their designee, who is not only collecting the information about their greenhouse gas emissions, but also being able to make those key decisions about what to do to reduce those costs and reduce the emission associated with their agency's activities.

#### Slide 10 (11)

If you're interested in using the carbon footprint tool there's a lot of ways to get started.

You can register by sending an email to [carbonfootprint@gsa.gov](mailto:carbonfootprint@gsa.gov)

You can get a preview account at <https://www.carbonfootprint.gsa.gov>

If you're interested in information specifically on the commuter survey you can follow the link on the screen here.

If you have any other questions, feel free to reach out to Jennifer Hazelman at her contact information shown here.

Please look for other videos in this series having to do with the Carbon Footprint Tool in more depth, the scope 3 commuter survey, as well as other topics.

Thank you.